

CITY OF BURIEN, WASHINGTON
JOB ANNOUNCEMENT

Title: Economic Development Manager
FLSA Status: FLSA Exempt
Salary Range: \$6,798 - \$8,263 per month; DOE

Department: City Manager
Reports to: City Manager
Position Open Until Filled
First Review of Applications: August 30, 2011

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

Plans, organizes and directs activities to enhance economic development in Burien. The Manager is responsible for the development, recommendation and implementation of policies, programs and procedures that accomplish the City Council's goals and objectives to ensure the economic health and vitality of the City.

Essential Functions

- Supports and models the identified vision, values and behaviors of the organization.
- Develops and implements short- and long-term economic development strategies, public/private partnerships for development, and business assistance programs for existing and prospective businesses. Recommends adjustments to programs, activities, policies and procedures to further economic development goals.
- Develops and implements a business recruitment and retention campaign and marketing strategy.
- Serves as a "broker" in recruiting and assisting businesses interested in locating in Burien to identify suitable properties for their enterprises.
- Negotiates the acquisition/disposition or lease of properties needed for economic development projects. Meets with affected property owners in potential economic development areas to assess and coordinate the City's economic development efforts.
- Participates in special business community events to promote business development and vitality.
- Serves as the City liaison to the business community, chamber of commerce, economic development planning advisory boards, economic development agencies, and governmental agencies in furthering the City's economic development policies.
- Presents proposed programs and projects to business community groups, agencies and the City Council.
- Prepares, administers, and monitors division budget.
- Oversees and monitors contracts related to Economic Development.
- Prepares and analyzes technical and administrative reports and documents.
- Researches, analyzes and reports on economic and market trends.
- Establishes and maintains effective work relationships with the business community, advisory groups, other governmental agencies, citizen groups and citizens.
- Performs other duties as assigned.

Secondary Functions

- Promotes the objectives identified by the Wellness Cluster.
- Serves on and participates in various committees.
- Works with other departments on projects affecting city businesses to help minimize impact and make sure businesses are being communicated with in a timely manner.

Job Scope

Position is subject to a wide diversity of work situations requiring a high degree of complexity. Employee operates independently with minimal supervision and determines own practices and procedures. The incumbent participates as a member of the City Leadership Team.

Supervisory Responsibility:

The position may supervise clerical staff including regular part-time or full-time staff, volunteers or student interns and may assist in interviewing, making hiring recommendations, training, planning, and assigning work.

Interpersonal Contacts:

The incumbent interacts extensively with the City staff, the business community, elected officials, and the public.

Specific Job Skills**Knowledge of:**

- Modern principles and practices of economic development.
- Real estate practices, management, and legal practices pertaining to real property, right-of-way, acquisition, relocation; survey laws, land transaction methods, title records and instruments.
- Local, state and federal laws and procedures related to economic development.
- Current issues, situations, and conditions relative to regional, state, and federal issues that affect city operations.
- Structure and operation of municipal government.
- Organizational and management practices.
- Project management techniques.
- Economic analysis techniques related to market, feasibility and impact studies.
- Grant research and preparation.
- Methods and techniques to increase business and community involvement.
- Research methods and procedures.
- Budget, budget preparation, and basic accounting principles.

Ability to:

- Direct and implement the operations, services and activities of the Economic Development division.
- Communicate effectively, both in writing and orally, including oral presentations.
- Cultivate and maintain cooperative and effective working relationships with elected officials, advisory bodies, the business community, staff, the media and the general public.
- Operate computer equipment and programs to produce publishable reports and documents.
- Use graphics and multi-media presentation techniques.
- Motivate others to gain support for new initiatives.
- Thoroughly understand the City's political environment and sensitivities, and to function effectively within that environment.
- Effectively represent the City in situations which are potentially adversarial or stressful.
- Exercise individual initiative and discretion in work, including confidential matters.
- Accurately analyze problem situations and adopt an effective course of action.
- Attend evening and early morning meetings occasionally.

Mental Abilities

Position requires continuous interpersonal skills, teamwork, customer service, use of discretion, and the ability to read, write, speak, and understand English; frequent decision making, creativity, problem analysis, negotiation, and independent judgment and/or action; occasional presentations/teaching, and rare training/supervising, mentoring, and performance of basic and advanced math.

Physical Activities

Position requires continuous talking, hearing, and handling; frequent standing, walking, sitting, and fingering; rare stooping, reaching, feeling, bending, repetitive motions of feet, and repetitive motions of hands and wrists. Position requires the ability to push, pull, lift, and carry 25 pounds.

Education and/or Experience:

Bachelor's degree in economics, marketing, planning, public or business administration or related field, and five years of increasingly responsible work experience in any combination of public or private business, real estate or economic development, including a minimum of two years managing complex projects OR an equivalent combination of education and experience. Masters Degree preferred. Public relations experience highly desirable.

Special Requirements

- Valid Washington Driver's License with satisfactory driving record.
- Successful completion of pre-employment background check.

Job Conditions:

Work is performed in an office environment and outdoors, and may involve travel to a variety of locations to perform site visit work and/or attend meetings. Occasionally may be required to work through lunch meetings and attend morning and evening meetings scheduled outside of regular work hours. Driving to conduct work is required.

Adopted 081211

SELECTION PROCESS

Applicants will be evaluated on the basis of education and work experience. Highly qualified candidates may be invited to participate in interviews. Candidates may be asked to respond to supplemental questions in writing and may be asked to supply illustrative examples of work. A test may also be administered to assess relevant skills. Additional references may be requested of finalists.

TO APPLY

Applications are available on-line at www.burienwa.gov. Candidates **must submit a City of Burien employment application form, resume and cover letter** on-line or to City of Burien, Attn: Human Resources, 400 SW 152nd Street, Suite 300, Burien, WA 98166. If you need special accommodation in the application or examination process, please contact Human Resources at (206) 248-5504.

NOTICES

The City of Burien is an Equal Opportunity Employer and employment practices are applied without regard to any individual's sex, race, color, creed, religion, national origin, pregnancy, age, marital status, veterans' status, sexual orientation, disability, or any other basis prohibited by local, State or Federal law. .

Verification of identity and United States work authorization must be completed before employment commences as required by the Immigration Reform and Control Act.

The City of Burien has a no smoking policy in all City facilities and all City vehicles.